

*St. Charles Park  
District*

**BAKER STATION  
AFTER SCHOOL CARE  
PARENT MANUAL**



**Taylor Krawczyk**  
Recreation Supervisor  
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630-513-4331

**Ursula Bulgarelli**  
Baker Station Coordinator  
[ubulgarelli@stcparks.org](mailto:ubulgarelli@stcparks.org)  
630-513-4383



Dear Parents,

We would like to take this opportunity to welcome you to the Baker Station After School Program.

Baker Station is a cooperative venture between the St. Charles Park District and St. Charles Community Unit School District 303 (CUSD303). The Park District is responsible for the administration of the program, D303 houses Baker Station at Bell-Graham, Davis, Ferson Creek, Lincoln, Munhall, Richmond and Wild Rose schools and provides transportation using District 303 buses.

Baker Station is designed to meet the needs of children in kindergarten through 5th grade. Arts and crafts, healthy snacks, indoor and outdoor play, active and quiet games are offered under the supervision of qualified, caring staff.

We hope the following handbook will assist you in becoming familiar with Baker Station and how the program operates. Please take a few minutes to read over the information and procedures.

It is our goal to provide a quality after school program where the participants feel safe, stay active and are fully supervised. We look forward to this school year to offer more extracurricular activities during the program to benefit your child. If at any time you have questions, concerns or suggestions, please feel free to contact us via email or phone.

We look forward to a great school year.

Sincerely,

Ursula Bulgarelli  
Baker Station Coordinator  
St. Charles Park District  
ubulgarelli@stcparks.org  
630-513-4383

Taylor Krawczyk  
Before the Bell, Baker Station, Special Events & Teen Camp Supervisor  
St. Charles Park District  
tkrawczyk@stcparks.org  
630-513-4331

## **COMMUNICATION WITH THE BAKER STATION SITES**

If you need to get a message to an individual Baker Station site, please call 630-513-4383. We will forward the message to the site. The Park District uses cell phones to communicate with the Baker Station staff at the sites. Parents may communicate with their site directly:

Bell Graham – [bellgraham@stcparks.org](mailto:bellgraham@stcparks.org) or 630-774-1462  
Davis – [davis@stcparks.org](mailto:davis@stcparks.org) or 630-675-1674  
Ferson Creek – [fersoncreek@stcparks.org](mailto:fersoncreek@stcparks.org) or 630-327-5847  
Lincoln – [lincoln@stcparks.org](mailto:lincoln@stcparks.org) or 630-659-4024  
Munhall – [munhall@stcparks.org](mailto:munhall@stcparks.org) or 630-675-1667  
Richmond – [richmond@stcparks.org](mailto:richmond@stcparks.org) or 630-327-6071  
Wild Rose - [wildrose@stcparks.org](mailto:wildrose@stcparks.org) or 630-675-1671

## **ELETRONIC FUND TRANSFER PROGRAM**

Knowing how difficult it is to pay one lump sum for a yearlong program, the Park District offers the Electronic Funds Transfer (EFT) program to better serve its program participants. Many people register for more than one program within the same month. For example, registration for preschool classes, sports leagues and a variety of other programs provided by the Park District may begin at the same time. Paying for more than one of these programs during the same month may feel like a financial burden instead of a life enriching opportunity for you and/or your children. The EFT program may save you time with its convenience. It will also save you the stress of making lump sum payments or worrying about making payment deadlines.

## **IMPORTANT INFORMATION**

### **When is my initial payment due?**

When you first pay for this program, you will be asked to pay the non-refundable \$50 deposit for the program. At the same time you will need to inform the Park District staff if you choose to participate in the EFT program.

### **When will withdrawals from my checking account take place?**

EFT program transactions are scheduled to be debited on or immediately following the 15th of each month. Debits begin in August and end in April.

### **Non-Sufficient Funds**

If the District receives a report of non-sufficient funds, meaning funds were not available in your account to cover the amount owed, you will be charged \$25 and your program participant will be suspended until payment is corrected. Continued non-sufficient funds will result in the cancellation of your program participation without refund.

## **MONTHLY FEES**

**For Bell Graham, Davis, Ferson Creek, Lincoln, Munhall, Richmond and Wild Rose:** Check the current St. Charles Park District program brochure for current fees.

## **FEDERAL CHILD CARE TAX I.D. #**

The St. Charles Park District has federal tax I.D. # for childcare – Baker Station.

**The tax I.D. # is: 36-6006441**

If you need a printed statement of the total amount you have paid for Baker Station (for tax purposes) please call 630-513-6200. We will need the name of your child and what Baker Station site they attend

**Please allow 5 working days to receive your statement.**

## **SCHOOL SITES**

**Bell-Graham School** - includes Bell-Graham and Wasco students

Contact: [bellgraham@stcparks.org](mailto:bellgraham@stcparks.org) or 630-774-1462

4N505 Fox Mill Boulevard, St. Charles, Illinois 60175

Located off of North Avenue (Rt. 64) three miles west of Randall Road.

Baker Station meets in the multipurpose room and has access to the gym and outside play area.

**Davis School** - includes Davis & Richmond students

Contact: [davis@stcparks.org](mailto:davis@stcparks.org) or 630-675-1674

1125 South 7<sup>th</sup> Street, St. Charles, Illinois 60174

Located at 7<sup>th</sup> & Horn Streets

Baker Station meets in the gym and has access to the outside playground. On occasion, Baker Station will move out of the gym and into the community or music room to accommodate other programs.

**Ferson Creek School** - includes Ferson Creek

Contact: [fersoncreek@stcparks.org](mailto:fersoncreek@stcparks.org) or 630-327-5847

38W160 Bolcum Road, St. Charles, Illinois 60175

Located at the corner of Bolcum & Burr Roads

Baker Station meets in the lunchroom and has access to a kitchen, the gym, and outside play area.

**Lincoln School** - includes Lincoln and Anderson students

Contact: [lincoln@stcparks.org](mailto:lincoln@stcparks.org) or 630-659-4024

211 S 6<sup>th</sup> Ave, St. Charles, Illinois 60174

Located at 6<sup>th</sup> Ave between Illinois and Indiana Ave

Baker Station meets gym and has access to an outside playground. On occasion, Baker Station will move out of the gym and to another location in the school.

**Munhall School** - includes Munhall and Norton Creek students

Contact: [munhall@stcparks.org](mailto:munhall@stcparks.org) or 630-675-1667

1400 South 13<sup>th</sup> Avenue, St. Charles, Illinois 60174

Located at the east end of Ronzheimer Street

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and into the art room or gym to accommodate other programs.

**Richmond School** - Richmond & Davis students

Contact: [richmond@stcparks.org](mailto:richmond@stcparks.org) or 630-327-6071

300 S. 12<sup>th</sup> Street, St. Charles, Illinois 60174

Located South of 12<sup>th</sup> St and Oak St.

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and to another location in the school.

**Wild Rose School** – Wild Rose students

Contact: [wildrose@stcparks.org](mailto:wildrose@stcparks.org) or 630-675-1671

36W730 Red Haw Lane, St. Charles, Illinois 60174

Located east of Randall Road

Baker Station meets in the cafeteria and has access to the gym and outside playground. On occasion, Baker Station will move out of the cafeteria and to another location in the school.

## **PROGRAM OPTIONS – 2, 3, 4 or 5 DAYS**

**Bell Graham (Wasco), Davis, Ferson Creek, Lincoln (Anderson), Munhall (Norton Creek), Richmond and Wild Rose**

Baker Station is held Monday through Friday, 3-6pm. Children may be picked up at any time during the program hours. This program is for children that attend kindergarten through 5<sup>th</sup> grade. Participants may choose to attend 2, 3, 4 or 5 days per week. The number of days should remain as consistent as possible in order to keep accurate records and to know the number of children attending the program each day.

## **SPECIAL ACCOMMODATIONS**

Along with other area park districts, the St. Charles Park District is a member of the Fox Valley Special Recreation Association (FVSRA), which provides support for individuals with disabilities. If your child has a special need or you would like to request reasonable accommodations in accordance with the Americans With Disabilities Act, please contact us with least two weeks in advance of the child's start date. For more details, call 630-513-6200.

## **WHAT TO BRING**

### **Please Bring**

- Homework and/or reading material (book, magazine, etc., for quiet time)
- Sneakers (for physical activity in gymnasium and outdoor space)
- A great attitude! Kids are challenged to make new friends, learn new skills, and practice positive behavior.

### **Please Do Not Bring**

- Toys from home (please see "Lost and Found" policy).
- Electronics (cell phones, video games, electronic devices, etc.)

We have many toys, games and activities for children to enjoy while at Baker Station.

## **ELECTRONIC DEVICE POLICY**

For the purpose of establishing this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images or data. Examples of these types of devices include cell phones, iPods, iPads, smart watches, hand held video game units and computers.

- Electronic devices will not be permitted for use during Baker Station or a "No School Day". Repeated violations of this policy will subject the student to progressive disciplinary action as outlined in the behavior policy.



## **TRANSPORTATION**

Children who attend St. Charles Community Unit School District 303 and are registered for Baker Station will receive transportation on District 303 busses. Children who attend private school may also participate in the Baker Station program; however they must provide their own transportation. District 303 does not provide transportation for Baker Station on a scheduled “No School Day”.



## **SNOW/INCLEMENT WEATHER CLOSINGS**



For weather-related school closing announcements, listen to the following AM radio stations: WMRO (1280), WRMN (1410), WGN (720), and WAUR (108 FM). You may visit the District’s website at [www.stcparks.org](http://www.stcparks.org) for updates. Or, you may call the Pottawatomie Community Center at 630-513-6200.

If District 303 schools are closed due to snow/inclement weather **for the complete school day**, Baker Station will also be **CLOSED**. Please plan to make alternate arrangements for your child. A refund will not be issued for snow/inclement weather school cancellations. Due to District 303 extending the school year, Baker Station will also be extended one day. If D303 cancels after school activities due to weather, Baker Station hours may be effected.

## **IF YOUR CHILD WILL BE ABSENT**

If your child will be absent on a day they would normally attend Baker Station, please email your site directly or email Ursula Bulgarelli, Baker Station Coordinator at [ubulgarelli@stcparks.org](mailto:ubulgarelli@stcparks.org). ALL absences should be reported by 2:30pm on the day of your child’s absence. The St. Charles Park District and Baker Station staff does not receive this information from the individual school sites. There are no refunds or credits issued for days missed.

## **HEALTHY STUDENTS ONLY, PLEASE**

In the event that your child is ill, we request that he/she be kept at home. If your child has a temperature of 100 degrees or higher, he/she should remain out of activities for 24 hours after the temperature has returned to normal without the use of medication. Children taking antibiotics for a communicable disease should remain home for 24 hours after the initial dose before returning to activities. If he/she becomes ill during Baker Station, you or your emergency contacts will be called and requested to pick up your child.



## **NO SCHOOL DAYS**

If there is a scheduled No School Day, Baker Station will be held at the Pottawatomie Community Center. District 303 does not provide transportation for Baker Station on a scheduled No School Day. Hours of Baker Station for a scheduled “No School Day” will be 6:30am-6pm. Children need to bring a lunch and drink. Children are required to dress appropriately as they will play outside, weather permitting. There are no refunds or credit if you do not attend a scheduled No School Day of Baker Station.

If you enrolled in the 5-day program, you do not need to register additionally for these days. If you are attending for 2, 3, or 4 days, then you are required to register in advance for each No School Day. No School Days follow the current District 303 school calendar. Reference the current St. Charles Park District program brochure or website for registration codes and cost.

### **Holidays Baker Station and No School Day Programs are NOT Offered**

Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
New Year’s Day  
Memorial Day

**IMPORTANT:** There is a separate registration, available per day for Winter Break & Spring Break Baker Station. Winter Break and Spring Break Baker Station are **not included** in the fee for 5-day students. Students enrolled in these breaks will attend Baker Station at the Pottawatomie Community Center, 8 North Avenue.

### **Drop-Off Procedure for No School Days**

On No School Days, parents must escort their child into the Pottawatomie Community Center. Baker Station will meet in the multi-purpose room. Staff must confirm children are registered for the day prior to accepting the children into the program. Parents will sign-in their child by indicating the child’s name and arrival time. Under no circumstances are children to be dropped off in the parking lot and allowed to sign-in without their parent present. At the end of the day, parents must come into the building and sign-out their child.

## **DROP-OFF & PICK-UP PROCEDURES**

### **Pick-Up Procedure\***

When Baker Station is at the school sites, your child will sign themselves in when they arrive for the day. When picking up your child you must enter the Baker Station site and sign them out. Anyone other than a parent/guardian or the designated back-up driver(s) will not be allowed to pick up your child. An exception to the rule can be made if written notice is submitted to allow another person to pick up your child. You may email Ursula Bulgarelli at [ubulgarelli@stcparks.org](mailto:ubulgarelli@stcparks.org). In an emergency, a call can be made to the St. Charles Park District office to authorize someone not listed on the pick-up form to pick up your child. The Baker Station staff will ask for identification from anyone not on the authorized form that is picking up your child.

*\*District 303 administration policy dictates all school doors remain locked. Parents will have to contact Baker Station staff within the building to gain access. These procedures are for the protection of your children. With their safety in mind, we may refuse to release a child to anyone if they are obviously impaired or in any way incapable of driving.*

### **Late Pick-Up Procedure**

Baker Station ends at 6pm daily. We ask that you make every effort to have your child picked up on time. If you are late picking up your child, a daily late fee will be charged. You will be billed for the late fee. You will have one week from the date of the late arrival to remit payment.

- For the first 5 minutes you are late, a \$5 late fee will be charged. For each additional five minutes, a \$2 late fee will be charged. (i.e. If you are 12 minutes late, you will be charged \$9.) Time is based on the Baker Station clock.
- Exceptions will be made due to uncontrollable circumstances (i.e. car accident, death, illness). Baker Station staff and the Park District's Recreation Supervisor shall be the sole judge of what constitutes an uncontrollable circumstance.
- If a parent/guardian does not arrive for pick up after 90 minutes and staff has not been able to speak with a parent/guardian and/or all other contacts have been exhausted, the Police Department will be notified.
- **If late pick-up becomes habitual, you risk your child being dismissed from Baker Station.**

### **BACK-UP DRIVER/AUTHORIZATION FOR PICK-UP**

**Back-up driver:** In the event that you are running late and will not be able to pick up your child by 6pm, we ask that you have a back-up driver. This should be a person that you can depend upon to pick up your child at the Baker Station site by 6pm. If you foresee that you won't be at the Baker Station site by 6pm, it is your responsibility to call the backup driver and arrange to have your child picked up.

**Authorization for pick-up:** All authorized pick-up persons must be at least 16 years of age. Only those persons authorized in writing on the emergency information sheet or back-up driver form may pick up a child. We cannot release a child to an unauthorized person. If you plan to have your child picked up by someone other than an authorized person, it is necessary to notify Baker Station staff in writing.



## CHILD ABUSE REPORTING

Park District staff member are mandatory reporters of suspected child abuse. Proper care of children includes providing clean, weather appropriate clothing, proper nutrition, bathing, sleep, patience and lots of love.

## PHYSICAL ACTIVITY

The after-school program is sensitive to the fact that children are in need of physical activity after school. Therefore, each day will have time set aside for recreation. Please have your child dressed for the weather. During this time we may also play games in larger groups. The focus of the physical activities will be on having fun and being active. Students will follow the same rules on the playground and in the gym after school that they follow during the school day.



## SNACKS

Baker Station will provide a light, healthy snack in the afternoon for everyone. If your child has any dietary restrictions, please indicate these in ePACT. You may choose to provide a snack that meets your child's needs. If you wish to send a special treat for the Baker Station site, please send something that is pre-packaged. Pre-packaged snacks are easier to distribute and allow Baker Station staff to check ingredients in the event a participant has a dietary restriction or food allergy.

## HOMEWORK

One of our primary responsibilities is to ensure the health and well-being of our students. In order to achieve this, a scheduled quiet time will be provided to all students. All students will be required to engage in a quiet activity during this time. Students will be encouraged to do homework during this quiet time but will not be required to do so. The children will be expected to work independently, but help is available from the staff. **Baker Station staff will not force children to do homework.** Your child may not always finish all their homework during the after-school program. Parents will maintain full responsibility for ensuring accuracy and completeness of all assignments.



## CLOTHING/LOST AND FOUND



Weather permitting, we will go outside on a daily basis, so please dress your child appropriately. Jackets, hats, mittens, backpacks, etc. should be clearly labeled with your child's name and school. Items left at the individual Baker Station sites that are found and turned in will be kept there until claimed. We strongly encourage children to leave all toys and electronic games at home as they can get lost, stolen or broken. Baker Station is not responsible for items that are lost, stolen or broken.



## YOUTH PARTICIPANT BEHAVIOR GUIDELINES

In order to maintain a safe and enjoyable environment, Park District staff enforces a strict discipline policy designed to preserve a healthy program experience for all concerned. Behaviors which endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program. The following infractions will constitute the use of the discipline procedures listed below. **This list is not inclusive of all possible offenses:**

1. Harming one's self, such as, but not limited to:
  - Leaving designated grounds and/or group without permission
  - Physical damage to self
  - Possession, use or transfer of alcohol, illegal drugs, tobacco products including matches and lighters
  
2. Harming others, such as, but not limited to:
  - Fighting and/or other aggressive behavior
  - Throwing objects
  - Possession or use of weapons: knives, glass, sharp objects, etc.
  - Hitting or kicking others
  - Verbal abuse and/or profanity
  - Endangering the safety of others
  - Exposure of private areas to others
  
3. Damage of property:

Note: Parent/guardian will be responsible for ANY damage caused by his/her participant.

  - Vandalism
  - Tantrums resulting in damage to property
  - Breaking, damaging or destroying property
  - Theft - taking any item that does not belong to the child

**DISCIPLINE PROCEDURES:** If your child has trouble following the participant behavior guidelines, the following discipline procedures will take effect. There will be NO REFUNDS for missed days due to disciplinary infractions.

If a child displays an offensive behavior, the following steps will be taken:

- Removing the child from the incident or activity, talk with them about the situation, behavior redirection and choices made. "Time out" or removing child from activity for a cool down time followed by discussion with staff to be sure the child understands the unacceptable behavior and what would be a better choice.
- Parents will be informed of a situation if the problem is repeated, involves disrespect and/or violence or anger.

If offensive behavior continues after the time-out; the following will occur:

- **1<sup>st</sup> Offense:** A Participant Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- **2<sup>nd</sup> Offense:** The participant will be suspended for one day. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian.
- **3<sup>rd</sup> Offense:** The participant will be suspended for three days. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **4<sup>th</sup> Offense:** The participant will be suspended for one week. The suspension will be in effect the first day following the offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- **5<sup>th</sup> Offense:** The participant will be dismissed from the remainder of the program. The supervisor will notify the parent/guardian.

**IMPORTANT:** Depending on the situation and the degree of the offense, a program participant may be temporarily or permanently dismissed from the program following any offense. The supervisor will notify the parent/guardian and schedule a conference to discuss behavior.



## PARTICIPANT BEHAVIOR REPORT

Date: \_\_\_\_\_ Program: \_\_\_\_\_

Participant: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Time of Infraction: \_\_\_\_:\_\_\_\_ am/pm Location of Infraction: \_\_\_\_\_

Behavior Infraction:

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: Verbal Warning \_\_\_\_\_

10-Minute Time Out \_\_\_\_\_

Behavior Report \_\_\_\_\_

Offense # (circle): 1 2 3 4 5

Suspension \_\_\_\_\_ # of days

**Parent/Guardian:** Please sign this document to indicate an understanding of the events that have occurred.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

## **ST. CHARLES PARK DISTRICT BAKER STATION**

### **Tentative Daily Schedule**

Below is an outline of an average schedule for Baker Station. The daily schedule and order of events is subject to change and may vary from day to day. In general, the following schedule will be followed. The schedule may change to accommodate other activities or room assignments.

<b>3:00-3:15 p.m.</b>	<b>Arrival / Free Time</b> Children enter the designated area, sign-in, wash hands
<b>3:15-3:30 p.m.</b>	<b>Afternoon Snack</b> Bathroom break, wash hands, eat provided snack & drink
<b>3:30-4:15 p.m.</b>	<b>Homework / Quiet Time</b> Children complete homework or have free/quiet time, read book, draw, etc.
<b>4:15-5:00p.m.</b>	<b>Large Motor OR Craft Activity</b> Indoor/outdoor activities – weather permitting Outdoor playground, Sidewalk chalk, snow paintings
<b>5:00-6:00p.m.</b>	<b>Free Choice Time</b> Art, silly putty, board games, puzzles, legos, coloring, etc.

**Remember, you may pick-up your child at any time during the program.**

